

# Public Access Lands

Creating a Map for the Arch/Historical Report —February 6, 2018

Ann Scott

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## How to Make a Map for an Arch/Historical report

To collect the information that is required to locate historical or archaeological features on a state property, the department archaeologist needs to have Town, Range, Section, Quarter-quarter network placed on a topological map. Base map features such as roads and surface water are also required as well as DNR managed land parcels.

We are providing the DNR Public Access Lands web mapping application as a means to create these maps that can be saved as PDF to submit with the arch/historical report.

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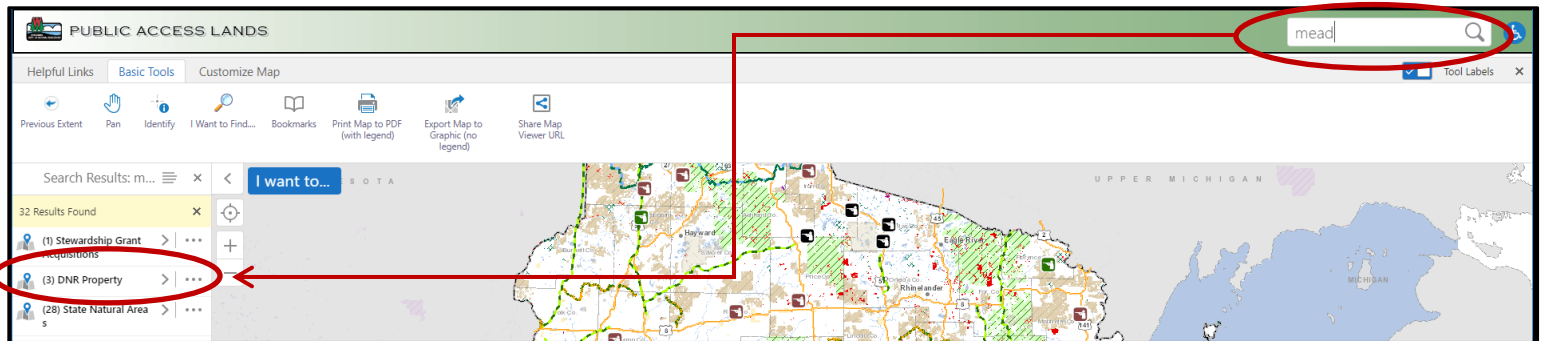
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## 1. Opening Public Access Land Web Map

To access DNR Public Access Land web mapping application, go to:  
<http://dnr.wi.gov/topic/lands/PAL/application.html>

## 2. Three Ways to find your Area of Interest

- a. Zoom into area, if location is known
- b. For known property names, type the name in the top right box “Search...”
  - This works best for named properties, see Step C. below for cities and towns, Town/Range/Section



The layer folders that contain items that fit the search will display in the **Search Results** data frame. Select the appropriate layer (DNR Property) to expand the properties.

- Select the desired item to zoom to the property and display property details. The property will be highlighted
- Close the Property Description panel to un-highlight the property

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- Use the Zoom/Pan tools to fine tune the area of concern

The screenshot shows the 'PUBLIC ACCESS LANDS' web application interface. The top navigation bar includes 'Helpful Links', 'Basic Tools', and 'Customize Map'. The 'Basic Tools' section contains icons for 'Previous Extent', 'Pan', 'Identify', 'I Want to Find...', 'Bookmarks', 'Print Map to PDF (with legend)', 'Export Map to Graphic (no legend)', and 'Share Map Viewer URL'. The main map area displays a map of Wisconsin with a large red-shaded region labeled 'MEAD WILDLIFE AREA'. The left sidebar lists 'DNR Property (3)' with entries for 'CREX MEADOWS WILDLIFE AREA', 'MEAD WILDLIFE AREA' (highlighted with a red circle), and 'MEADOW VALLEY WILDLIFE AREA'. The 'MEAD WILDLIFE AREA' entry includes a description: 'While open to public access, some activities may be restricted--refer to map legend for allowed activities', a red warning 'Respect and obey on-ground property posting', and a link 'Select for more information on this property'. A red arrow points from this entry to a detailed information panel on the right. The panel is titled 'MEAD WILDLIFE AREA' and contains the following information:

- Description**
  - DNR managed property
  - Property Size (acres): 31931.37
  - [Select for more information on this property](#)
- Details**
  - Property Name: MEAD WILDLIFE AREA
  - Property Acres: 31931.37
  - Property Web Page: <https://dnr.wi.gov/topic/lands/WildlifeAreas/mead.html>

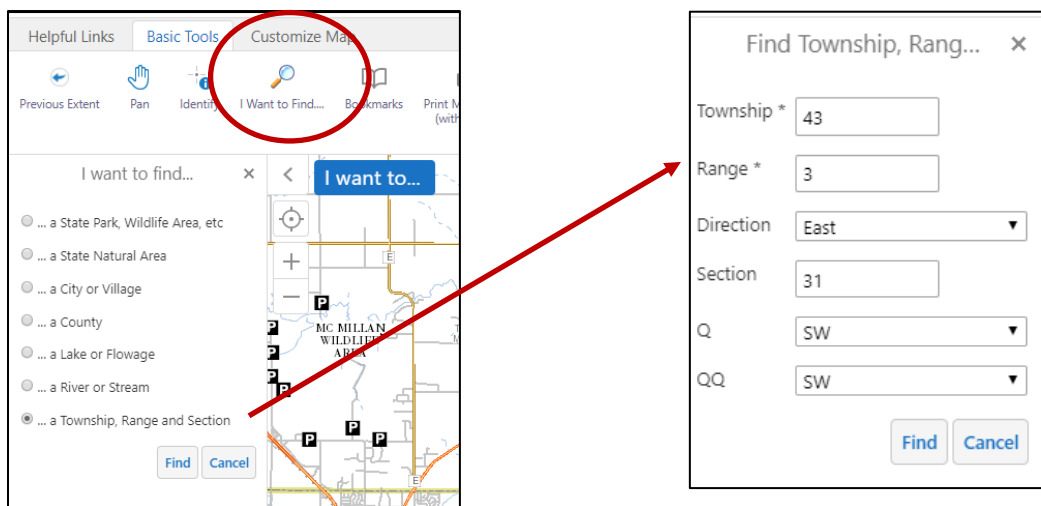
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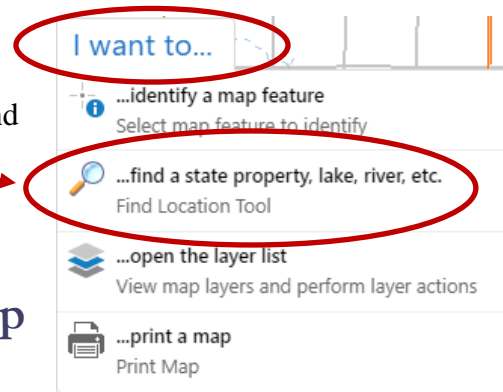
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c. Use the “**I want to find...**” map feature locator tool in the Home tab of the toolbar

- Select “...a Township, Range and Section” to open the **Find Township, Range, Section** data frame
- Enter the desired values into appropriate fields
- Quarter and Quarter Quarter-section values are not required but are helpful if known



**NOTE:** The map feature locator tool can be found via the “**I want to..**” tool as well.



### 3. How to Use the Mapping Application to Make a Map

#### A. Display the layers needed for the Arch/Historical Reports mapping

1. Open the **Layers** data frame

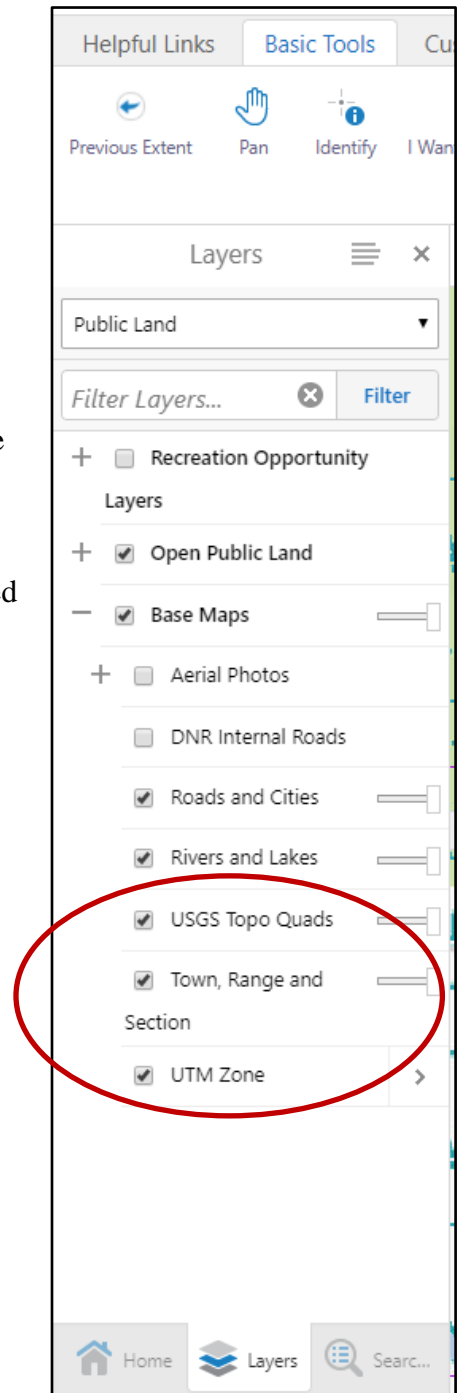
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- Layers required for the Arch/Historical Report maps will automatically turn on
  - 24K Topo Quad
  - PLSS Town, Range and Section
  - UTM
- Note: Topo Quad layer will turn off at 1:3,960
  - To provide geographic reference:
    - Turn off Recreational Opportunity Layers
    - Additional Open Public Land layers can be turned on/off
    - Layers can be made transparent using the sliding tool to the right of the layer name
    - The less layers turned on the less item listed in the map legend



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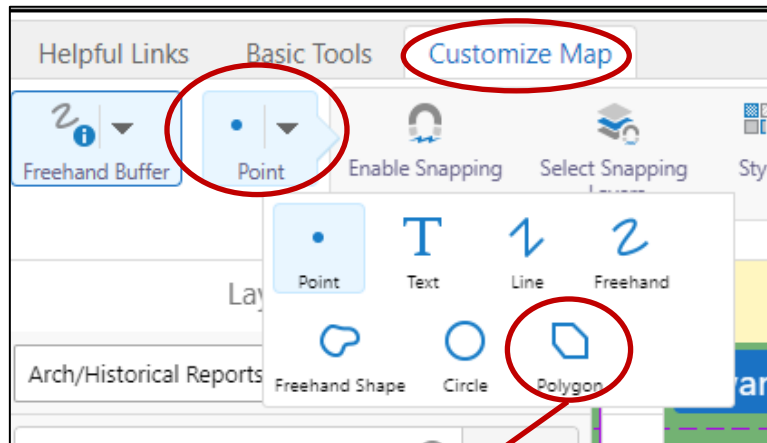
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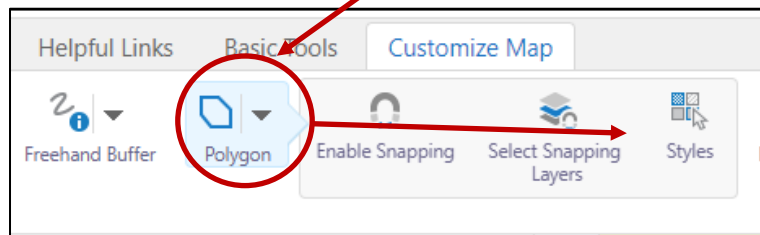
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### B. Add a Point, Line, Area or Text Label

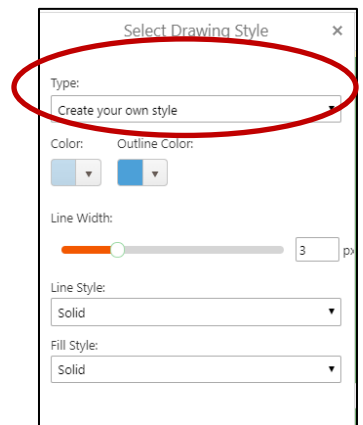
- Open the **Customize Map** tab and select the **Point** tool icon to expand the tool options.



Helpful Hints:



- Select the desired tool (ex. polygon) then select styles to change line type and fill color **before** you draw on the map.
- Personal styles can be created by selecting “**Create your own style**” in the Select Drawing Style data frame.
- Reselect the tool icon to close and deactivate the drawing tool when drawing is completed



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### C. Drawing Tools Primer

To draw a point—

- Select the Point tool and click on the map to place the point

To draw a line—

- Select the Line Tool and click once on the map at the point of beginning
- Click once at each vertex
- Double click to end the line

To draw a polygon—

- Select the Polygon tool and click once on the map at the point of beginning
- Click once at each polygon corner
- Double click to end the line

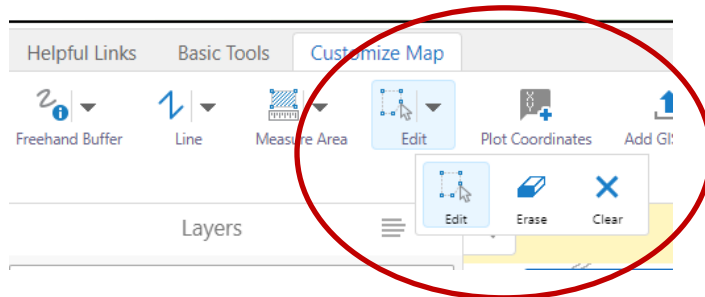
To add text—

- Select the text box and click on the map to place the text box
- Enter you text, close with OK

### D. Editing the Drawing

To edit a graphic element, select Edit Draw icon to expand the edit tool choices.

- **Edit** will move/alter a graphic geometry
- **Erase** will select one graphic to remove
- **Clear** will remove all graphics



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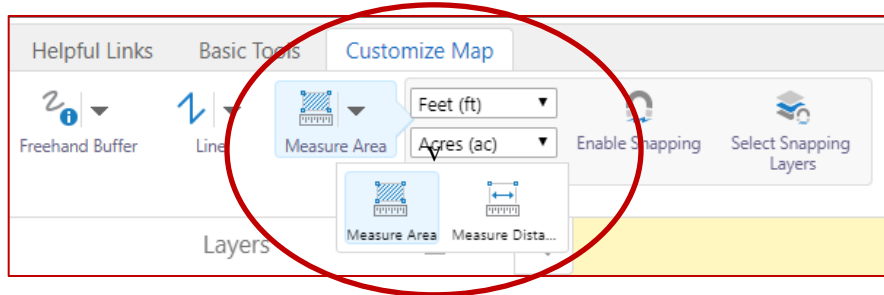
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### E. Measuring on the Map

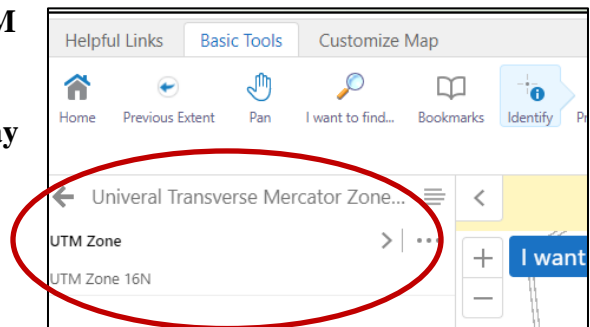
- Use the **Measure** tools to calculate area and distance
- Units default to feet and acres but are customizable to meters, square feet and other common units
- Re-select the Measure tool button to deactivate and close the tool



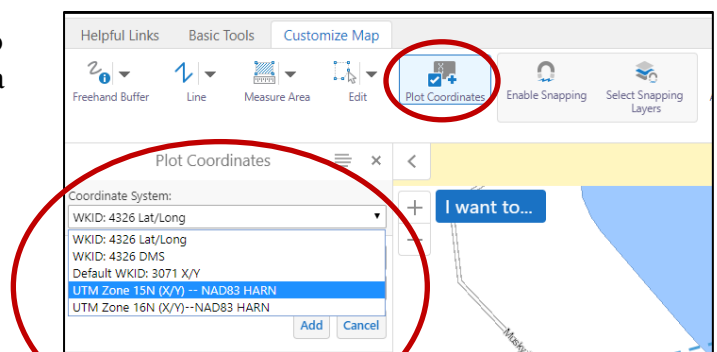
### F. Adding UTM Coordinates

- Open the drop-down list to select the appropriate UTM zone

- **To determine in which UTM Zone your area of interest lies, open the Identify tool and select the map to display the UTM zone**
- If the zone does not display, turn on the UTM Zone layer in the **Layer** list



- Select Plot Coordinates tool to open the Plot Coordinates data frame





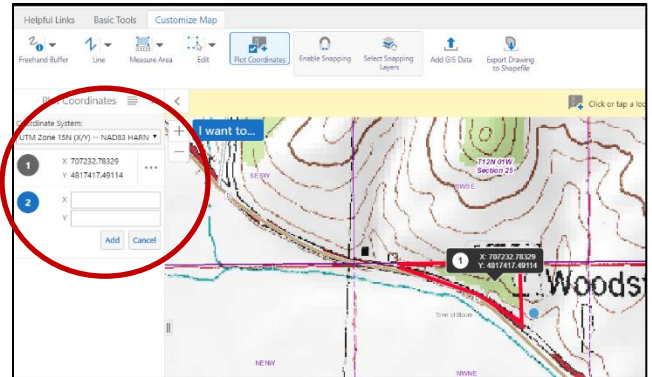
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- Select the point on the map where a coordinate reading needed
  - Coordinates are listed in the data frame and as a label on the map
  - Available actions (“...” icon next to the coordinate values) allow user to move, hide or delete the label
  - If coordinates are known, type values in the Plot Coordinates data frame to zoom to the area of interest—ensure that the values entered are consistent with the coordinate system active in the drop-down



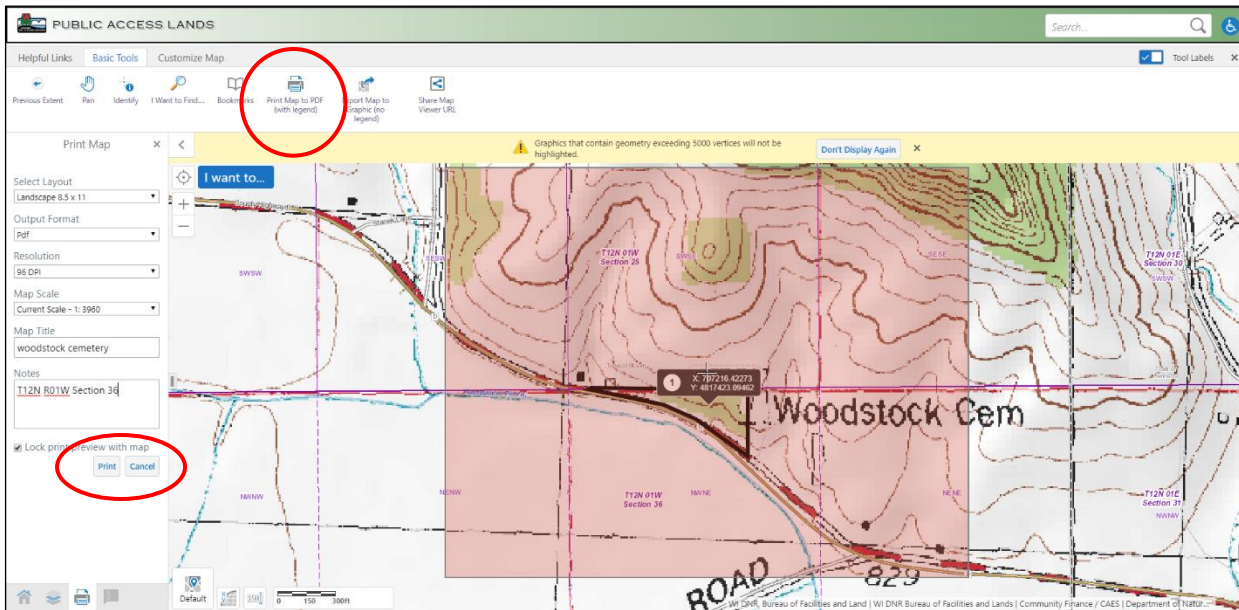
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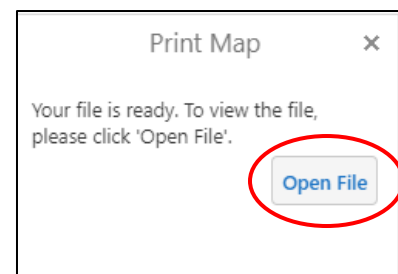
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### G. Printing/Saving the Map

Open the **Basic Tools** tab and select the **Print Map as PDF (with legend)** tool to open Print Map dialog in the data frame



- Pan the map to fit into the pink highlighted 'Print Preview' screen.
- Unselect 'Lock Print Preview with Map' to zoom in/out for best fit
- Default settings will be adequate for saving/printing
- Add a title and notes to describe the parcel and easement location.
- Select 'Print' to open the 'Open File' screen
- Select 'Open File' to open the map as a PDF in a new browser



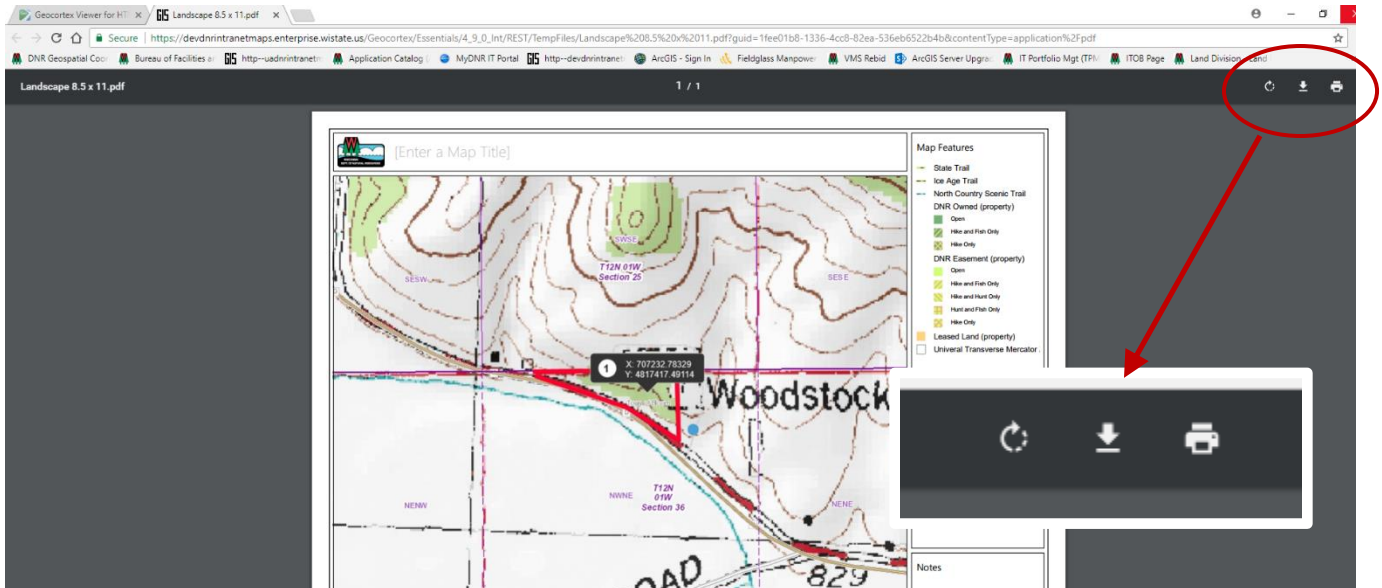
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Map will open as a PDF in a new browser window.

Use the browser controls to either print or save the map as a PDF.



To print the map: Select Print icon and follow the browser print directions



To save the map: Select the Download (Save) icon and save the map to an appropriate folder. PDF is the default format.

**NOTE:** This browser example is set for Google Chrome. Internet Explorer or Edge will display a different set of “Print” and “Save as” tools.

